



REQUEST FOR QUOTATION

Date: 30 April 2026
RFQ No.: RFQ-AD-2026-012

Company/Business Name: _____
Address: _____
Business/Mayor's Permit No. _____
TIN: _____
PhilGEPS Registration Number (required): _____

The **Philippine Ports Authority-Port Management Office of Batangas (PPA-PMOB)** through its Bids and Awards Committee (BAC), will undertake the **Procurement of Services for Clearing of Open Canal Along Port Access Road at PMO Batangas** with an Approved Budget for the Contract of **Nine Hundred Ninety Nine Thousand Eight Hundred Twelve Pesos (Php 999,812.00)** through **Section 35.2 Emergency Cases** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Award Committee (BAC) Chairperson and to the given address below, **within THREE (3) days upon receipt of this RFQ**, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ATTY. JEFREN P. PANGANIBAN

Chairperson, PMO Batangas-Bids and Awards Committee
Philippine Ports Authority,
Port Management Office of Batangas
PPA New Admin Building,
Port Access Road, Calicanto,
Batangas City 4200
Telephone No. (043)723-7214
Email: pmobatangasbacsec@gmail.com

You **SHALL ALSO SUBMIT A COPY OF THE FOLLOWING DOCUMENTS ALONG WITH THE QUOTATION** on or before the above-mentioned deadline for submission of quotation:

- Valid Mayor's/Business permit**
- Latest Income Tax Return**
- Latest Business Tax Return**
- Notarized Omnibus Sworn Statement** if applicable, Original Notarize Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. Template may access to this link: https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-
- Duly conformed Terms of Reference (Annex "A")**

The Head of the Procuring Entity (HoPE) of the Philippine Ports Authority-Port Management Office of Batangas (PPA-PMOB) reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact Ms. Joemalyn R. Abarquez, Head of BAC Secretariat at (043)723-0164 or send email to pmobatangasbacsec@gmail.com



ATTY. JEFREN R. PANGANIBAN

Chairperson, PMO Batangas-Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provision including manifesting on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **ALL technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) **Quotations/documents sent/submitted through electronic mail or to any other departments/units will not be considered.**
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Partial quotations will not be permitted; all items must be quoted in full.
3. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
4. Price quotation/s must be valid for a period of FORTY (45) calendar days from the deadline of submission.
5. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PMO Batangas-Bids and Awards Committee shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
8. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
9. The item/s shall be delivered according to the accepted offer of the bidder.
10. All delivered items shall be inspected by the PPA Inspection Team on the scheduled date and time at the **PPA Administration Building, PMO Batangas**. Delivery shall be acknowledged only upon verification that the items comply with the required technical specifications.
11. Payment shall be made through check. Processing of the same shall be upon delivery and submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
12. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PPA-PMO Batangas may terminate the contract once the cumulative amount prejudice to other courses of action and remedies open to it.
13. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.
14. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I / we submit our quotation/s for the item/s as follows:

Procurement of Services for Clearing of Open Canal Along Port Access Road at PMO Batangas			
Minimum Technical Specifications	Quantity	Offered Technical Specification/Service	Statement of Compliance ("Comply" or "Not Comply") for each requirement/ specification
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification			
Scope of Works			
1. Clearing and collection of solid waste/debris at the southeast side of Open Canal Along Port Access Road including transport and proper disposal thereof 2. Declogging of all box culvert	1 Lot Areas covered: Southeast Side of Open Canal along Port Access Road		
Technical Requirements			
Manpower Complement			
Safety Officer / PCO	1		
Foreman	1		
Operator	1		
Driver	1		
Helper	10		
Owned Equipment			
Backhoe including consumables (i.e. equipment rental, maintenance, lubricants, fuel, etc.)	1 unit		
Mini Dump Truck including consumables (i.e. equipment rental, maintenance, lubricants, fuel, etc.)	1 unit		
Materials/Tools			
Heavy Duty Pointed Shovel	6 pcs		
Heavy Duty Rake	4 pcs		
Bolo Knife	4 pcs		
Reflectorized Vest & other Safety Gears	1 lot		
Safety Devices (barricades, warning signs and other appropriate tools)	1 lot		
Medical & First Aide System	1 lot		
Performance Security			
To guarantee the faithful performance of the Winning Contractor of its obligations under the contract, it shall post a Performance Security in any of the following forms: Cash, certified check, cashier's check, managers check, bank draft or irrevocable letter of credit – Five Percent (5%) Bank Guarantee- Five Percent (5%) Surety Bond - Thirty Percent (30%)	Select one (1) from the given options		
Contract Duration: The duration of Contract shall be for a period of One (1) month			
Note: Please see/refer to attached Terms of Reference for additional details (Annex "A")			

PARAMETERS FOR PAYMENT

For in consideration of the full, satisfactory, and faithful performance by the Contractor of all its undertaking defined and provided for under this Terms and Conditions (TOR) and contract documents the Authority agrees to pay the amount prescribed in the agreement which shall be inclusive of 12% Value Added Tax, payment to be made monthly computed on daily basis at the unit bid price of work, actually performed, upon submission of the following supporting documents;

- Detailed Computation;
- Pictures taken during actual work;

Any or all payment/s to be made shall be subject to existing accounting and auditing rules and regulations.

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

Procurement of Services for Clearing of Open Canal Along Port Access Road at PMO Batangas	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
Nine Hundred Ninety Nine Thousand Eight Hundred Twelve Pesos (Php 999,812.00)	In words:
	In figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address

TERMS OF REFERENCE

Annex "A"

CLEARING OF OPEN CANAL ALONG PORT ACCESS ROAD

1. INTRODUCTION

This Terms of Reference (TOR) shall serve as guide to emergency procurement of services for the **Clearing of Open Canal Along Port Access Road**, Port of Batangas, Batangas City.

2. OBJECTIVES

- 2.1. To mitigate if not prevent flooding at the Port Access Road and nearby areas specially during rainy season;
- 2.2. To engage the services of a competent contractor for the Clearing of Open Canal Along Port Access Road, Port of Batangas, Batangas City in accordance with Republic Act No. 12009 and its Implementing Rules and Regulations.

3. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **NINE HUNDRED NINETY-NINE THOUSAND EIGHT HUNDRED TWELVE PESOS (P999, 812.00), PHILIPPINE CURRENCY** inclusive of VAT.

4. SCOPE OF UNDERTAKING

- 4.1. **Areas Covered.** The areas covered are the following:
 - 4.1.1. Southeast Side of Open Canal along Port Access Road.
- 4.2. **Scope of Work**
 - 4.2.1. Clearing and collection of solid waste/debris at the southeast side of Open Canal Along Port Access Road including transport and proper disposal thereof; and
 - 4.2.2. Declogging of all box culvert.

5. TECHNICAL REQUIREMENTS

5.1. Manpower Complement

5.1.1. Safety Officer / PCO	-	1
5.1.2. Foreman	-	1
5.1.3. Operator	-	1
5.1.4. Driver	-	1
5.1.5. Helper	-	10

5.2. Owned Equipment (Minimum)

- 5.2.1. One (1) unit Backhoe including consumables (i.e. equipment rental, maintenance, lubricants, fuel, etc.)

- 5.2.2. One (1) unit Mini Dump Truck including consumables (i.e. equipment rental, maintenance, lubricants, fuel, etc.)

5.3. Materials/Tools (Minimum)

- | | | | |
|--------|--|---|----------|
| 5.3.1. | Heavy Duty Pointed Shovel | - | 6 pieces |
| 5.3.2. | Heavy Duty Rake | - | 4 pieces |
| 5.3.3. | Bolo Knife | - | 4 pieces |
| 5.3.4. | Reflectorized Vest & other Safety Gears | - | 1 lot |
| 5.3.5. | Safety Devices (barricades, warning signs and other appropriate tools) | - | 1 lot |
| 5.3.6. | Medical & First Aide System | - | 1 lot |

6. TERMS AND CONDITIONS

6.1. Obligations and Responsibilities of the Contractor

- 6.1.1. Employees assigned to perform the services shall wear complete uniform and Personal Protective Equipment (PPE) required. They shall at all times wear their Identification Card and Port Access Pass;
- 6.1.2. The Contractor shall pay the salaries of their employees and provide them all the benefits provided under existing laws and regulations;
- 6.1.3. The Contractor shall pay all taxes in full and on time, including tax withheld from salaries of workers involved/pledges to the service contract, if applicable. Failure to do so will entitle the PPA to suspend payment for any services rendered by the Contractor.
- 6.1.4. There shall be no employer – employee relationships between the Contractor and/or its personnel and PPA, such that the Contractor's personnel assigned to PPA are not employees of the latter, it being understood that the position of the Contractor and anyone else performing the services is that of an independent contractor. Accordingly, PPA shall no in anyway liable or responsible for any personnel injury of damage including death sustained or caused by any of the personnel of the Contractor during the lawful performance of their duties;
- 6.1.5. The Contractor guarantees and warrants the availability of all equipment, tools, materials, supplies and accessories to be used in the rendition of service under the Contractor.
- 6.1.6. The Contractor agrees and obligates itself to restore to its original condition, on its own account, any public road, pavement, streets or open space and/ or public and private property which may be damaged by the Contractor in connection with the performance of its obligation under the Contract;
- 6.1.7. The Contractor agrees and binds itself to hold PPA free and blameless from any damage, claims, liabilities or legal actions which may be brought by any third party whomsoever by reason of this Contract;
- 6.1.8. The Contractor shall strictly comply with all existing PPA rules, regulations, policies and guidelines;

9. PROJECT PROCUREMENT AND REQUIREMENTS AND PROCEDURE

The procurement of the project shall be made through Negotiated Procurement particularly Emergency Procurement in accordance with Sec. 35.b of the Republic Act No. 12009 and its Implementing Rules and Regulations.

Recommending Approval:

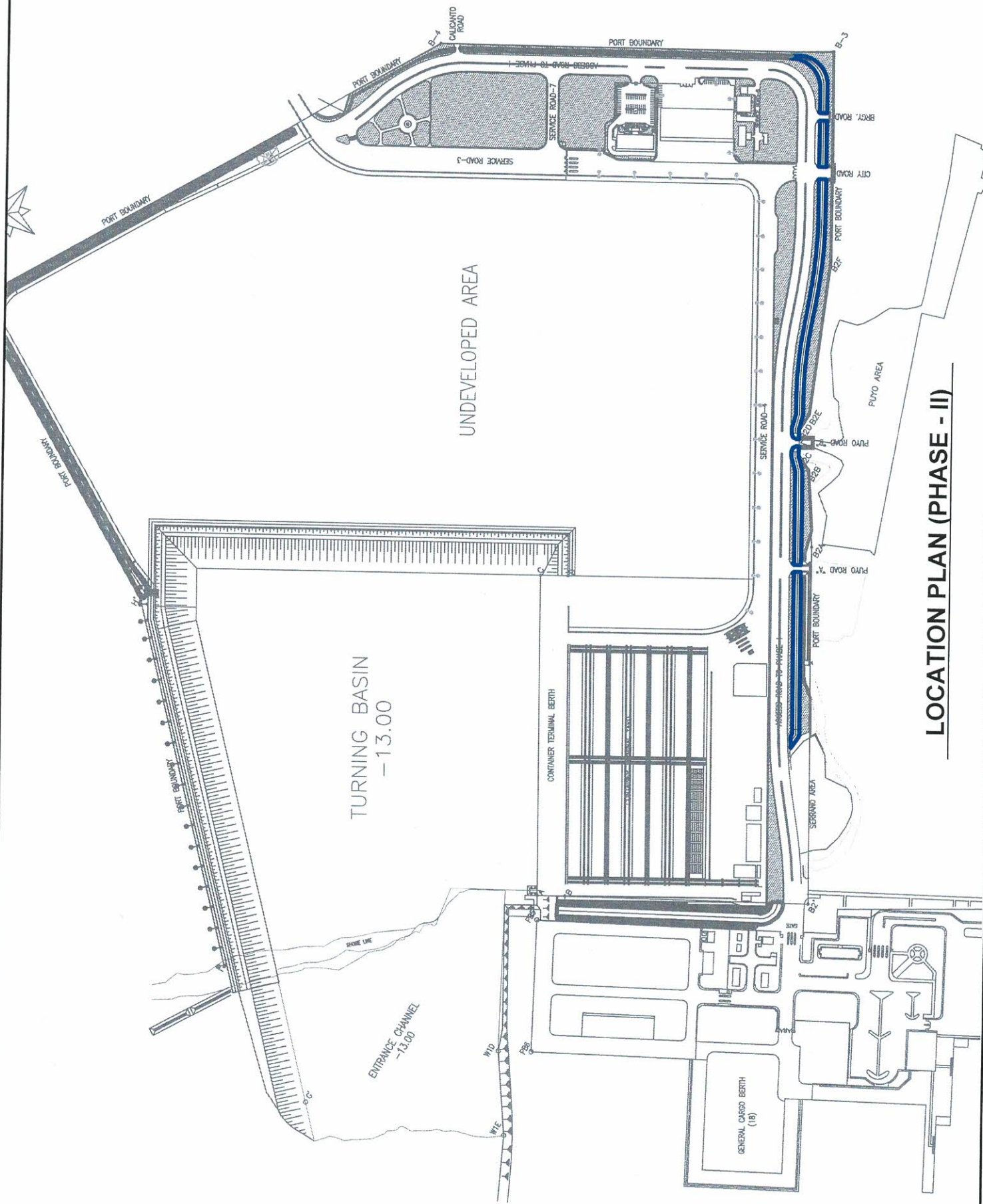

MARGARITA EMELYN B. VILLAMOR
End-User / Division Manager A, Admin Division

Approved by:


AURORA A. MENDOZA
Port Manager

Conforme:

Authorized Signatory



LOCATION PLAN (PHASE - II)